

PCA- Monthly Field Audit Activity Report

Purpose: On a monthly basis, submit monthly field audit activity report to the Department of Human Services (DHS).

Identification of Roles:

1. Senior Accountant – Prepare monthly field audit activity reports.
2. Supervisor – Prepare monthly field audit activity reports.
3. Manager – Prepare monthly field audit activity reports.

Performance Standards:

No performance standard in the RFP

Path of Business Procedure:

- Step 1: Prepare a monthly schedule of provider cost reports being audited, desk reviewed, or cost settled, to include the following information:
- a. Name of providers audited
 - b. Date of each audit
 - c. Audit findings
- Step 2: Identify major milestone of the audit, desk review, or settlement.
- Step 3: Give to the Department of Human Services (DHS) for review.

Forms/Reports:

1. Monthly Field Audit Activity Report.

RFP References:

6.7.1.2z

Interfaces:

N/A

Attachments:

N/A